

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

January 27, 2012

- 1) Welcome and Introductions
- 2) Review and update on revisions to SUCSS Salary Data System
- 3) Review and Discussion of Proposed Rule Changes
 - a) Exemptions – 250.30
 - b) Probationary Period – 250.90
 - c) Register Maintenance – 250.60
 - d) Discharge – 250.110
 - e) Intern – 250.70
- 4) Classification Plan Management
 - a) Typing Test Revision
 - b) Website Update
 - c) Grant-Funded Positions (Seniority and Bumping)
 - d) Expansion of Civil Service Applicant Pools
 - e) Transition of Pilot Program classes
 - f) Other Class Plan Activities
- 5) Principal Administrative Appointments
 - a) Audit Findings
 - b) Quarterly Reports
- 6) Other System Office Activities
 - Budget Update
 - Audit Update
 - Legal Update
- 7) Meeting Date Change
 - October 26, 2012 to November 2, 2012
- 8) Other Topics

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



John Brewster
Merit Board Chair
Lewis T. (Tom) Morelock
Director

TO: Members of the Administrative Advisory Committee and Representatives of Participating Universities and Agencies of the State Universities Civil Service System

*Dr. Stephen Bragg
Dr. Joseph J. Cipfl
Mr. Jeff Cooley
Mr. James M. Hacking
Ms. Nancy Hall-Walker
Dr. Daniel J. LaVista
Mr. A. G. Monaco
Mr. Stephen K. Rugg
Ms. Jackie Thompson
Ms. Marcia Thompson
Mr. John Tuohy
Mr. Mark Wilcockson*

*c: Mr. John Brewster, Chair
Mr. Steve Cunningham*

FROM: Lewis T. (Tom) Morelock
Executive Director

DATE: November 20, 2002

RE: **Participation Agreement for the Statewide Data Processing System**

Attached is a copy of the signed Participation Agreement for the Statewide Data Processing System. You will be receiving an invoice from Northern Illinois University in the near future for your portion of the annual funding to maintain this System. We appreciate your consensus and acceptance of the provisions in this Agreement. This System should prove to be a very efficient and valuable asset in maintaining and providing timely information on staffing and salary levels. If you have any further questions or comments, please call me at 217/278-3150 or email me at tomm@sucss.state.il.us.

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AGREEMENT FOR THE STATEWIDE SALARY DATA PROCESSING SYSTEM

WHEREAS, the Merit Board and the Administrative Advisory Committee have approved an updated Statewide Salary Data Processing System (DPS) among the participating state institutions and agencies, administered by Northern Illinois University; and

WHEREAS, the public universities and the Statewide Civil Service System will utilize this system to administer range approvals and other database and survey procedures;

NOW, THEREFORE, the State Universities Civil Service System, participating agencies, and University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University agree as follows:

1. The participating agencies and universities will fund annually an administration fee for the above mentioned DPS in the amount of approximately \$15,000.00 for services to be provided as described in the attached "Proposal: State Universities Civil Service System Data Processing and Survey System" as approved by the Administrative Advisory Committee at the January 16, 2002 meeting and by the Merit Board at the January 30, 2002 meeting.
2. Participation in this funding is based upon a minimum agency fee of \$500 and is then prorated on the basis of relative numbers of status employees as of December 31, 2001 as follows:

Chicago State	\$500.00
Eastern	\$725.50
Governors State	\$500.00
Illinois State	\$1,176.51
Northeastern	\$500.00
Western	\$732.24
Southern Illinois University	\$2,742.71
University of Illinois	\$8,739.72

3. In addition to the fee structure outlined above, each of the participating state agencies (Board of Higher Education, Community College Board, State Universities Retirement System, and the Illinois Student Assistance Commission) shall pay an administration fee of \$500.00.
4. Annual payments to Northern Illinois University will be made upon written request, forwarded to the designated university/agency representatives at the beginning of each fiscal year starting with FY 03.
5. The DPS will be administered in coordination with State Universities Civil Service System procedures. Salary range approvals and any other information processed by means of the DPS are subject to approval by the State Universities Civil Service System.

6. Salary Survey reports will be provided that contain confidential collective bargaining information. The contents of such reports are considered protected from public disclosure under Section 7, paragraphs (1), (Q), and (W) of the Illinois Freedom of Information Act. Reports that include specific salary information will be prefaced by this non-disclosure statement. Should Northern Illinois University receive requests for specific salaries, such requests will be referred to the specific agency/university for response.
7. Northern Illinois University will be responsible for delivering and monitoring the DPS with respect to its current functionality. The State Universities Civil Service System will coordinate policies with Northern Illinois University that may require DPS modifications to implement.

This agreement will continue in effect for each subsequent fiscal year with the agreement subject to the continuing approval of the Administrative Advisory Committee and the State Universities Civil Service System. Northern Illinois University will provide an annual report concerning the status of the DPS. Further system development and any fee changes shall also be subject to approval by the Administrative Advisory Committee and the State Universities Civil Service System.

University of Illinois

By: Stephen K. Rugg

Title: COMPTROLLER

Date: 7/30/02

Eastern Illinois University

By: [Signature]

Title: VP for Business Affairs

Date: 8/15/02

Chicago State University

By: [Signature]

Title: V.P. Admin & Legal Affairs

Date: 8/9/02

Governors State University

By: [Signature]

Title: VP Admin. & Planning

Date: 8/17/02

Illinois State University

By: Stephen M. Briggs
Vice President for
Title: Finance and Planning

Date: August 23, 2002

Western Illinois University

By: Karla Kuehn
Title: ASST. to VP, ADMIN.

Date: 8/28/02

Illinois Student Assistance Commission

By: Mark Olson

Title: CEO

Date: 9/5/02

Board of Higher Education

By: David J. Galt

Title: Executive Director

Date: 9/9/02

Northeastern Illinois University

By: Mike Wilk
VICE PRESIDENT FOR
Title: FINANCE AND ADMINISTRATION

Date: 10/23/02

Community College Board

By: Joseph J. Cypil
Title: PRES/CEO

Date: 9/18/02

Southern Illinois University

By: Clair Syden
Vice President for Financial
Title: Affairs & Board Treasurer

Date: 11/12/02

State Universities Retirement System

By: James M. Harty
Title: Executive Director

Date: 10/11/02

~~Illinois Student Assistance Commission~~

~~By: _____~~

~~Title: _____~~

~~Date: _____~~

State Universities Civil Service System

By: 

Title: Director

Date: 07/24/02

Northern Illinois University

By: 

Title: Associate Vice President
Administration and Human Resources

Date: July 17, 2002

SUBTITLE A

Section 250.30 The Classification Plan

- a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the Merit Board, except those exempted by Section 36e of the Statute. ~~Exemptions under Section 36e(3) of the Statute shall be by position. When approved by the Merit Board, a position shall remain exempt until such exemption is terminated by the Merit Board. The Director shall publish guidelines for such exemptions, as approved by the Merit Board.~~ This classification plan shall apply to all positions subject to Section 250.20(a).
- b) Exemptions.
- 1) The Executive Director shall publish guidelines, as approved by the Merit Board, for exemptions identified in Section 36e of the Statute.
 - 2) Each position proposed to be exempt under Section 36e(3) of the Statute shall be reviewed and approved by the Merit Board, or as designated by the Merit Board to the Executive Director. Exemption authority in this respect lies solely with the Merit Board, or as designated by the Merit Board to the Executive Director. When approved by the Merit Board, a position exempt under 36e(3) of the Statute shall remain exempt until such exemption is terminated by the Merit Board, or as designated by the Merit Board to the Executive Director.
- c) Class Specifications.
- 1) The University System shall maintain written specifications, as approved by the Merit Board, for each class in the classification plan. Such specifications shall include the class title, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and additional desirable qualifications.
 - 2) The employer shall post notice of the addition of a new class or of the reactivation of a former class, together with a copy of the class specification, at each appropriate place of employment for a period of at least ten calendar days prior to the date a position of the new, or of the reactivated, class is filled, except that for status employees affected by reclassification or reallocation of their positions, as provided in ~~subsections Section 250.30(g)(1) and 250.30(g)(2)~~, this Section does not apply. The notice of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be posted in all public places allocated for Civil Service employment information.
- d)e) Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but such functional title cannot be a title approved by the Merit Board as a Civil Service class title.

SUBTITLE A

~~e)~~ Allocation of New Positions. When a new position is established, the employer shall recommend in writing to the Executive Director its allocation to an appropriate class, and the Executive Director shall act upon such recommendations.

~~f)~~ Reallocation or Reclassification of Existing Positions.

- 1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall recommend to the Executive Director in writing the reallocation or reclassification of the position to its appropriate class, and the Executive Director shall review the request, shall act upon it, and shall notify the employer of his/her action.
- 2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that no such change shall be made for the purpose of separating an employee from employment in a position in his/her class.
- 3) In order to maintain a sound classification program, the employers, working with the staff of the University System office, shall carry on continuous classification studies.

~~g)~~ Status of an Employee Whose Position is Reallocated or Reclassified.

- 1) An employee, whose position is reallocated or reclassified, shall be eligible for continued employment in the position which is reallocated or reclassified, provided the employee he establishes eligibility for such a new class. The employee He may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified, and by passing an examination for the new class. The employee He must complete a probationary period in the position in the new class.
- 2) A status employee in a position which is reallocated or reclassified, who chooses not to qualify for, or who fails to gain eligibility for, the new class, shall have his/her name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1).
- 3) An employee, serving a probationary period in a position which is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which his/her position has been reallocated or reclassified, shall have their his name placed by the employer on the register from which they were he was certified to a position in the former class in accordance with Section 250.60(b)(2) or Section 250.60(b)(3). If the employee he has completed a probationary period in a position in a lower class in the same promotional line as that of their his former position, the employee's his name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1).

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Section 250.60 Eligible Registers

- h) Permissive Removal of Names from Registers. The employer may remove the names of candidates from original entry registers and from promotional registers for the reasons set forth in this subsection (h). Names of candidates may be removed from reemployment registers for the reasons set forth in subsections (h)(1) through (7). The reasons include, but are not limited to, the following:
- 1) Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
 - 2) Leaving the service of any employer served by the University System by an employee with a status appointment.
 - 3) Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
 - 4) Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
 - 5) Failure of a candidate, upon request, to furnish written evidence of availability for employment.
 - 6) Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or temporary position or a letter of interest to the candidate's last known address.
 - 7) Upon the candidate's acceptance of a promotion.
 - 8) Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
 - 9) When candidates' names have remained on original entry registers for two

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consecutive years following date of most recent examination, or following date of original entry restoral on the basis of service or seniority in accordance with subsection (j)(3), (4), or (5).

10) In classifications identified by the Executive Director, upon the expiration of the designated timeframe specified in a formal position vacancy posting.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Section 250.70 Nonstatus Appointments

d) Intern Trainee-Appointments

- 1) With the approval of the Executive Director, an employer may appoint an intern a trainee to any position, provided all of the following criteria have been met:
 - A) no qualified candidates are available from a reemployment register or promotional register for the class;
 - B) a predetermined and scheduled program of development, training or experience has been established and approved for the candidate;
 - C) a compensation program has been developed that provides for progressively increasing salary levels payable upon completion of defined phases of training. The intern's trainee's starting salary shall not be more than 95% of the minimum of the approved pay range for the class. The intern's trainee's salary, after increases have been awarded, shall not exceed 95% of the midrange of the approved pay range for the class; and
 - D) the employer can verify that one of the following factors exists:
 - i) the candidate lacks one or more of the minimum qualifications for the class;
 - ii) recruitment efforts have failed to attract qualified candidates;

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- iii) operating needs warrant ongoing training programs to supplement staffing recruitment efforts;
 - iv) there is a recognized need for specialized training programs in technical or professional fields.
- 2) If, in the opinion of the employer, the intern trainee completes the prescribed training training program in accordance with the standards established by that intern program, he/she shall be certified to a position of the class for which he/she completed his/her intern training program.
 - 3) Following successful completion of an intern a training program and probationary period, seniority in the promotional line, or in the class, shall be counted from the date that the employee satisfactorily completes the intern training program.
 - 4) If a class has fewer than 10 positions, an employer may have one intern trainee appointment in the class. If a class contains 10 or more positions, not more than 10% of the total positions in the class may be filled by intern trainee appointments on any day of operation.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Section 250.90 Probationary Period

- b) Duration of Probationary Period
 - 1) Candidates employed from the reemployment register shall not be required to serve a new probationary period.
 - 2) An employee who has accepted a status appointment shall be on probation for no less than six months and no longer than 12 months. The probationary period shall be extended by a comparable amount of time for the following personnel actions: a paid or unpaid leave of absence that exceeds more than five consecutive work days; a layoff of any duration; a suspension of any duration; or a designated off-site formalized training session, provided the Executive Director has approved the off-site training for such an extension. If the probationary period is interrupted by a paid

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~~or unpaid leave of absence that exceeds more than five consecutive work days, a layoff, or a suspension, a comparable amount of time shall be added to the probationary period.~~ The probationary period shall begin on the date of assignment to duty and shall expire at the close of business on the last working day that completes the probationary period for the class, regardless of percentage of time of employment during the probationary period. If the employee is not dismissed during the probationary period, the employee shall become a status employee at its conclusion.

- 3) An employee reinstated to a register in accordance with Section 250.60(j)(4) who is subsequently appointed to a position of his/her former class shall complete his/her probationary period in the former class, if he/she has not already done so.
- 4) An employee who goes on layoff status during the probationary period may, upon written request of the employer, be reinstated by the Executive Director on either the original entry register or promotional register, as appropriate, in accordance with total service earned as of the date of the layoff and may be appointed thereafter to the same or similar position. The reinstated employee shall complete the probationary period for the class in which eligibility has been established, although his/her service may be interrupted by one or more layoffs.
- 5) Service in a higher class shall count toward completion of the probationary period in a lower class in the same promotional line. Service in a lower class shall not be counted toward completion of probationary period in a higher class of the same promotional line.
- 6) A provisional employee shall begin a probationary period on the date of entrance into a status appointment for which the employee is eligible.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

Section 250.110 Separations and Demotions

b) Leave of Absence

- 1) Leave of Absence for Classification Changes. A status employee who accepts a position that represents a promotion in a class outside his/her

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promotional line shall be granted a leave of absence from a position of his/her former class for the duration of any ~~intern appointment~~~~trainee~~, provisional ~~appointment~~, and/or probationary period in the new class.

f) Discharge Proceedings and Effective Date of Discharge

- 16) Final Decision of the Merit Board. In the course of reaching its decision, the Merit Board may request the Executive Director to make recommendations that he/she deems appropriate with respect to the discharge proceedings. Nothing in subsections (f)(16)(A) and (B) is intended to eliminate or limit the Merit Board's discretion to determine the appropriate disposition on a case-by-case basis. The Merit Board shall enter findings of fact and shall order the following decision and order or any other decision and order it deems appropriate:
- A) Discharge, if just cause is found to exist. No employee shall be discharged except for just cause. Just cause is defined as some substantial shortcoming that renders the employee's continuance in his/her position in some way detrimental to the discipline and efficiency of the service and that the law and sound public opinion recognize as good cause for the employee no longer holding the position; or
 - B) Reinstatement, if just cause for discharge is found not to exist. An employee shall be reinstated as follows:
 - i) Reinstatement with no loss of compensation when none of the significant charges are proven.
 - ii) Reinstatement with a 60-day suspension when the proven charges do not rise to the level of just cause for discharge, but some disciplinary action is justified based on the severity of the proven charges. If the Merit Board orders reinstatement with a 60-day suspension, any time served while on suspension pending discharge will be applied towards the fulfillment of the 60-day suspension.
- 17) Final Decision and Order of the Merit Board. The Secretary for the Merit Board shall immediately forward copies of all Merit Board orders to the

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employer and the employee by certified mail or by overnight delivery that requires signature upon receipt. ~~Request for a rehearing, or for a reconsideration of a Merit Board order or decision, shall not extend any appeal period for administrative review, except by express order of the Merit Board or its Chair.~~

- 18) Administrative Review. All final decisions of the Merit Board shall be subject to appeal by the parties to the proceedings under the Administrative Review Law [735 ILCS 5/Art. III]. A complaint for administrative review must be filed and summons issued within 35 days after the date that a copy of the final Merit Board decision has been served upon the party affected. A final decision of the Merit Board shall be deemed served either when personally delivered or when deposited in the United States mail in a sealed envelope or package, with postage paid, addressed to the party affected by the decision at his/her last known residence or place of business.

(Source: Amended at 36 Ill. Reg. _____, effective _____)

TO: Designated Employer Representatives
Human Resource Directors
Classification/Testing Personnel

FROM: Lewis T. (Tom) Morelock
Executive Director

DATE: January 18, 2012

RE: ***Update on Release of New Public Website and Typing Test***

The University System office plans to release a new updated version of our public website soon. As you know, this website update has been in the development stages for some time now. This preliminary announcement is provided only to our campus Human Resource offices. The formal public announcement and actual release of the updated website for public use is scheduled for February 1, 2012. Our new website address will be <http://www.sucss.illinois.gov>. The new website will feature a complete redesign and rewrite of the public site, and will incorporate many new features suggested by our users including:

- ***Language Translation Tools***
- ***Civil Service Employee Spotlight***
- ***Legal Bill Tracker***
- ***Searchable Salary Range Report***
- ***And many other features***

A complete list of the updates can be found at <http://www.sucss.illinois.gov/updates.aspx>.

E-Test and the Secure Site

In general, applications on the secure site will not change at this time. However, the E-Test typing test has been rewritten to phase out the current Java-based typing test. As you may recall, the Java-based test was purchased by an outside vendor and has not been updated or supported by that vendor for some time now. Therefore, the decision was made to write our own program, which has afforded us the flexibility to incorporate many changes requested by applicants and HR testing offices. These updates and enhancements include:

- ***Removed the live WPM score***
- ***Added ability to adjust font size***
- ***Removed error highlighting***
- ***Reduced the size of the timer***

At this time, we are asking that the HR Testing offices confirm through E-Test that the new typing test is functioning correctly on their test PC's. We are aware that there is at least one location that has some unique typing speed issues with the new test. Therefore, the links for the current Java-based typing test are still accessible at this time; we will be phasing out this old Java-based typing exam as quickly as possible.

Please do not administer any applicant knowledge exams or typing tests on the new website at this time. We will formally indicate when this new website is fully functional in this respect.

Internet Explorer 7+

There are also additional security changes that will need to be updated and set in Internet Explorer in order to remove the minimize/maximize buttons while administering a knowledge test in E-test. The instructions for establishing these settings are detailed in E-Test under ***Help – IE 7 Requirements*** and are only necessary for testing PC's.

We really expect a very smooth transition to this new website and typing exam. Again, we plan to announce the formal release of the new public website on February 1, 2012. Therefore, we ask that you please provide all comments, and any questions about the new typing test, to Bob Curry at bobc@sucss.state.il.us by January 25, 2012. Thank you in advance for your patience and assistance throughout our development and implementation of these new initiatives. Your input and comments are truly appreciated.

Application for Demonstration Project or Pilot/Study Program

Please complete this form, answering all questions. If additional space is required, please submit on a separate sheet of paper. Only one project or program request per application.

Send completed application to the Executive Director of the State Universities Civil Service system, 1717 Philo Road, Suite 24, Urbana, Illinois 61802. All applications must be submitted within at least 60 days of a Merit Board meeting in order for it to be considered at that Merit Board meeting. Merit Board meeting dates can be found at our website at www.sucss.state.il.us. For additional information please see section 250.140(e) of the Illinois Administrative Code (Ill. Adm. Code §250.140(e)).

Project/Program Applicant

Date: July 20, 2008

Agency/University: State Universities Civil Service System

Name of Person Requesting Project or Program: Tom Morelock

Title: Executive Director

Signature: 

1. **Name of Demonstration Project or Pilot/Study Program:**

Pilot Program – Broad Banding Classification and Employment Program

2. **Description of the proposed project/program, including the goals, objectives, and related activities:**

History – The current pilot program was created as a result of a system wide effort to address both employer and employee concerns. In particular, employers were concerned with the seemingly cumbersome civil service hiring process for their administrative and IT professional positions and employee groups were concerned with the increasing number of Principal Administrative Appointment (PAA) without a similar rise in civil service employees. An understanding of the history of these concerns and the development process of the current pilot program is beneficial in understanding the purpose and benefits of continuing the program.

Section 36e(3) of the State Universities Civil Service Act (Act) (110 ILCS 70/36e(3)) affords an exemption from the Act and Illinois Administrative Code (Code) (80 Ill. Adm. Code 250), to PAAs of each institution

and agency as determined by the Merit Board. Traditionally, all positions exempted under this provision were reviewed and individually approved through the University System Office. Consistent with a new conceptual approach to this topic, the University System Office created a set of 20 Standard PAA titles, which are referred to by most universities/agencies as Academic Professional titles. The Merit Board then took action at its September 1998 and February 1999 meetings, which allowed 'on-site' authority to each university and agency to exempt positions under these 20 standard titles. The new process eliminated University System Office review and approval of most PAA positions. Upon realizing an increase in the use of PAA positions and the potential movement of Civil Service positions and/or employees to these new PAA positions and titles, University System Office procedures were changed to require the preliminary review and approval by the University System Office of any situation where a Civil Service employee was moved to a PAA position. In summary, our current procedures regarding PAA exemptions still revolve around the Employer's 'on-site' authorization of any position falling within the 20 standard titles, with prior supplemental approval required by the University System Office in cases where a Civil Service employee is moved into one of these positions.

In September 2001, the PAA Work Study Committee was reactivated to review and explore the issue of the escalating increase in the use of PAA positions. At that time, audit reports and other information suggested that in some instances the PAA 'on-site' exemption process was being used incorrectly and that there were potential violations of the Act. The issue became more apparent when some audit interviews and/or position description reviews found some of the PAA positions could fit into other traditional Civil Service classifications. The Committee was comprised of representatives from the University of Illinois, Southern Illinois University, Northern Illinois University, and Illinois State University, as well as the Chair of the State Universities Civil Service Advisory Committee, and members of the University System Office.

The PAA committee spent a great deal of time discussing the possible reasons for the significant increase in the use of PAA positions. One common theme discussed throughout the series of Committee meetings focused on the employer's ability to effectively and efficiently employ the highest qualified candidate to each position, irrespective of whether they were Civil Service or PAA. The ability to draw from a broad applicant pool was essential. The Committee felt that the Civil Service hiring and testing process needed to be reviewed and redesigned to meet the timeliness and flexibility requirements in the employment process for these professional positions. It was apparent that the Code and procedures for hiring Civil Service employees had changed very little since the inception of the University Service System in 1952.

Accordingly, the pilot program was developed by the University System Office and in September 2002, the Merit Board officially approved the pilot program, which at that time consisted of three classifications titled: Accounting Associate, Business/Administrative Associate, and Human Resource Associate. The program was expanded in 2003-2004 to include the IT Manager Administrative Coordinator, the IT Technical Associate, and the IT Support Associate.

Components of the Pilot Program – This pilot program modifies the application, testing process, procedures, and employment register process for these six classifications. Instead of completing a traditional 'paper and pencil' civil service examination, employees applying for these positions have their résumé, application, and educational credentials rated by human resources staff in conjunction with the hiring department/unit. The 'scoring' of the résumé is designed to limit the variety of scores and allow for the top three scores (plus ties) to be referred to the hiring departments. This process increases the size of the applicant pool and allows more applicants the opportunity for an interview and ultimately employment.

The new credential-rating system gives applicants the ability to apply on-line through the employer's web site or through the mail. Unlike traditional Civil Service processes, the applicant is not required to be present at the Human Resources Office prior to interview. Qualification for employment and credential review are transparent to the applicant. A register is established and the top three scores from the register are referred for possible interviews. With minimal score variations for each examination, the referral list of the top three scores provides a large, quality pool of applicants similar to that obtained in any search process for a PAA position.

Furthermore, employers are allowed the discretion to interview any number of selected candidates from the certified pool, but must interview a minimal number of candidates from the certified pool. Employers are required to conduct a personal interview with at least 3 candidates or 15% of the total candidate pool, whichever is greater, that have been certified from the register. Employers are also allowed to attach specific job requirement criteria to many of these new positions, thereby affording some sense of selective criteria in assessing the original application resume and establishing a separate register based on that criteria designation.

Finally, employers are allowed to void registers at their discretion, but individual applicants must have their credentials/score removed within a year after the posted position has been filled. This avoids the situation where applicants 'block' the register and, to some degree, discount any new applicant from an opportunity to interview for a job vacancy.

Benefits of project – The extension of the pilot program will grant more time to demonstrate whether the following benefits warrant rule revisions for permanent implementation of the program:

- The program provides a more flexible employment protocols for technical and professional classifications based on the ever-changing set of knowledge, skills, and abilities required in these positions, including the capability to immediately refer large applicant pools for interview.
- Candidates can be referred immediately following the closing of a designated recruitment period.
- Positions grouped into broad, general classification categories.
- For every IT position, employers have the freedom to supplement MAQs with additional knowledge, skills, and abilities.
- Employers can utilize working titles to further distinguish positions.
- Testing is a rating of the Application/Résumé, through a Credentials Assessment instrument.
 - No 'visit' required for written test.
 - Rating can be completed immediately upon receipt of résumé.
- Test Score is determined by evaluation of education, experience, special skills.
- Limited variability of scores (4-scores).
- Top three scores on the Employment Register are referred for interview; consequently a larger, diverse applicant pool is possible and facilitates campus diversity objectives.
- Employers have an opportunity to void Employment Registers following the selection process.
- Seniority is determined by two tier analysis – classification designation and position requirements. Consequently, only employees who have verifiable skills and abilities can 'bump' across positions.

3. **Participating employer(s) and number (estimate) of employees or positions affected by project/program:**

The program involves less than 10% of all civil service status employees and is in compliance with the requirements set forth in section 250.140(e)(4)(C) of the Code (80 Ill. Adm. Code §250.140(e)(4)(C)), which limits pilot programs to "10% of all civil service status employees or more than half of the University System employers." All employers covered under the University System will be eligible to participate in this program.

4. **Timeline for development/implementation/completion of the project/program:**

The pilot program will proceed for three years (September 2011), which is the maximum term set forth in section 250.140(e)(4)(B) of the Code (80 Ill. Adm. Code §250.140(e)(4)(B)).

5. **Name(s) of personnel responsible for conducting and evaluating the project/program and who will be accountable for keeping the project/program on track:**

Jeff Brownfield, Assistant Director, State Universities Civil Service System

6. **Define the specific regulatory guideline or procedure that is limiting the employer from carrying out its mission in an effective, efficient, and timely manner:**

Sections 250.60(d)(2) (80 Ill Adm. Code §250.60(d)(2))

Section 250.60(d)(3)(80 Ill Adm. Code §250.60(d)(3))

Section 250.60(g)(2)(80 Ill Adm. Code §250.60(g)(2))

Section 250.60(1)(7)(80 Ill Adm. Code §250.60(1)(7))

7. **List the specific regulatory guideline and/or procedures that would be waived in order to conduct the project/program:**

Sections 250.60(d)(2) (80 Ill Adm. Code §250.60(d)(2))

For the duration of the Credential Assessment Pilot Program and for only those classifications designated as part of the pilot program, employers will be allowed to "certify the three ~~names~~ scores standing highest on the register(s) at the time the vacancy is declared" as designated by the Credential Assessment/Exam.

Section 250.60(d)(3)(80 Ill Adm. Code §250.60(d)(3))

For the duration of the Credential Assessment Pilot Program and for only those classifications designated as part of the pilot program, in cases of tied scores, employers will be required to "conduct a personal interview with, and shall consider, all candidates at least 3 candidates or 15% of the total candidate pool, whichever is greater, certified from the register."

Section 250.60(g)(2)(80 Ill Adm. Code §250.60(g)(2))

For the duration of the Credential Assessment Pilot Program and for only those classifications designated as part of the pilot program, "~~A candidate under provisions of this Section will be granted a 30-day period of time from the date of notification during which the candidate may make a request in writing to the Designated Employer Representative to remain on the active register. Employers may void the employment registers for these classifications at any point following the appointment to each posted position, but must void the register within one year of certification.~~"

Section 250.60(1)(7)(80 Ill Adm. Code §250.60(1)(7))

For the duration of the Credential Assessment Pilot Program and for only those classifications designated as part of the pilot program ~~"When such names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoration on the basis of service or seniority in accordance with Section 250.60(k)(3), (4), (5), or (6). Employers may void the employment registers for these classifications at any point following the appointment to each posted position, but must void the register within one year of certification."~~

8. Describe any alternative procedures that will be utilized in order to conduct the proposed project or program:

Employment guidelines have been developed and implemented for all six (6) pilot program classifications and they can be found at our website at www.sucss.state.il.us by clicking on the Pilot Program link.

Evaluation Plan

Please include an evaluation plan which describes the details of how the project/ program's effectiveness will be assessed in relationship to the stated objective. Please include the following if applicable:

- *the data that will be collected to assess the project or program;*
- *when the data will be collected;*
- *how the data will be collected;*
- *how the data will be analyzed;*
- *the assessment measures that will be used to determine the project or program effectiveness;*
- *any historical data that could affect results; the statistical analysis to be used;*
- *the supporting documentation or reports that will be collected; and*
- *any additional information required by the Executive Director of the University System office.*

Evaluation Plan

Employers are required to report quarterly the numbers of employees hired through the pilot program procedures. A report form has been developed by the University System Office to be used by the employers.

Statistical Analysis

PAA statistics

At the time the Pilot Program was initiated, a review of the statewide Quarterly Reports of PAAs collected and compiled by the University System Office, indicated an increase of approximately 27% or approximately 2,025 positions from March 1999 to March 2002 in PAA employment. A similar review of Civil Service employees, captured in the Quarterly Employee Served Reports, indicated a slight decrease of less than 1% or approximately 50 employees during the same timeframe. Furthermore, in March 1999, PAA employees comprised approximately 19% of the workforce, by March 2002 that number had risen to approximately 25% of the total statewide workforce. Notably, 36e(4) exemptions, faculty and university/agency executive officers are excluded from the above calculations. Further statistical review of information gathered through the on-going audit process indicates that the majority of positions created and/or moved from Civil Service employment to PAA employment fell into the categories of mid-level managers and professional employees. Many of these positions had duties and responsibilities comparable to other Civil Service classifications.

Credential Assessment Pilot Program statistics — The following chart demonstrates the increased use of the pilot program classifications from its inception in 2002.

Classification	Spring 2003 – Spring 2008 Total # of Employees						
	Spring 2003	Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	
Accounting Associate	0	2	6	9	12	15	
Human Resource Associate	4	2	10	11	13	17	
Business/Admin. Associate	7	29	45	54	71	91	
IT Manager/Admin. Coordinator	N/A	1	10	33	37	47	
IT Technical Associate	N/A	N/A	5	29	97	123	
IT Support Associate	N/A	N/A	10	19	58	78	

In addition, each employer will be required to submit a quarterly report indicating the following information concerning employees hired by the pilot program:

- Employees hired during quarter
- Number of Credential Assessments conducted
- Number of position vacancies posted
- Number of current registers
- Number of specialized registers (specialized position certification)
- Number of candidates on registers
- Number of candidates on specialized registers
- Total number of pilot program employees hired to date

For University System office use only

University System Office Review Process

Recommendation:

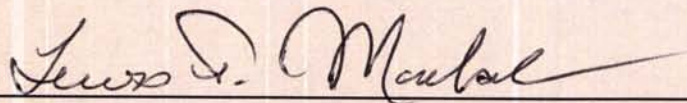


Approved to be presented to the members of the Merit Board for their review at the Merit Board meeting scheduled for August 20, 2008.



Not recommended for approval.

Comments:



Executive Director's Signature

7/20/08

Date

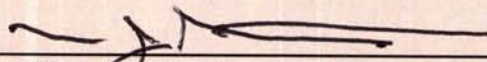
Merit Board Approval Process



Rejected by the Merit Board on _____



Approved by the Merit Board on 8/20/08



Merit Board Chair's Signature

8/20/08

Date

Note: Each participating employer shall maintain books and records, including information stored in databases or other computer systems, relating to the performance of the approved projects or programs. Books and records required to be maintained shall be available for review or audit by the University System office. Each participating employer shall cooperate fully with any such audit and with any investigation conducted by the University System office and shall allow full access to all books and records that are necessary to evaluate an approved project/program.

Pilot Program Incumbent Statistical Review

CLASSIFICATION	Jan. 04	Jan. 05	Jan. 06	Jan. 07	Jan. 08	Jan. 09	Jan 10	Jan 11
ACCOUNTING ASSOCIATE	2	6	7	11	12	16	18	23
BUSINESS/ADMINISTRATIVE ASSOCIATE	27	44	49	62	79	89	88	110
HUMAN RESOURCE ASSOCIATE	6	8	9	10	15	18	21	18
INFO TECH MGR/ADMIN CORD	1	6	29	38	41	49	47	52
INFO TECH TECHNICAL ASSOCIATE	N/A	2	19	85	97	143	169	182
INFO TECH SUPPORT ASSOCIATE	N/A	6	19	36	67	94	118	152
TOTAL	36	72	132	242	311	409	461	537

CLASSIFICATION	Jan. 12
ACCOUNTING ASSOCIATE	31
BUSINESS/ADMINISTRATIVE ASSOCIATE	170
HUMAN RESOURCE ASSOCIATE	21
INFO TECH MGR/ADMIN CORD	52
INFO TECH TECHNICAL ASSOCIATE	167
INFO TECH SUPPORT ASSOCIATE	213
TOTAL	654

**Pilot Program Classifications
Utilization by Title/Employer
FY2011**

	CSU	DSCC	EIU	GSU	ICCB	ISAC	ISU	NEIU	NIU	SIUC
Accounting Associate	2	0	0	1	0	1	9	1	0	5
Business/Administrative Associate	11	0	1	14	0	1	19	9	12	6
Human Resource Associate	1	0	0	3	0	0	0	5	0	0
IT Manager/Adm. Coordinator	1	0	3	4	0	2	17	2	6	9
IT Technical Associate	4	5	1	7	1	12	47	3	48	19
IT Support Associate	10	0	0	5	0	4	31	16	51	7

	SIUE	SIUSM	SUCSS	UIC	UICH	UIP	UIS	UIUC	WIU
Accounting Associate	2	2	0	4	1	0	0	3	0
Business/Administrative Associate	20	5	0	22	9	3	3	35	0
Human Resource Associate	1	1	1	5	1	0	0	3	0
IT Manager/Adm. Coordinator	0	2	1	2	2	0	0	1	0
IT Technical Associate	16	12	1	14	18	1	0	4	0
IT Support Associate	12	12	0	15	2	0	2	0	0

State Universities Civil Service System response to JCAR questions
regarding proposed revisions to
80 Illinois Administrative Code 250; 35 Ill. Reg. 44

Question 1: In order to comply with Section 5-20 of the IAPA, please include in the proposed Section 250.60(h)(10) a non-exhaustive list of circumstances, examples, or standards of the situation in which the Executive Director shall make a determination that allows permissive removal of names from Registers "in classifications identified by the Executive Director," upon the expiration of the timeframe stated in a position vacancy posting.

Answer: An updated version of the rule now reads:

250.60(h)(10): Permissive Removal of Names from Registers. The employer may remove the names of candidates from original entry registers and from promotional registers for the reasons set forth in this subsection (h). Names of candidates may be removed from reemployment registers for the reasons set forth in subsections (h)(1) through (7). The reasons include, but are not limited to, the following :

(10) In classifications identified by the Executive Director and approved by the Merit Board, upon the expiration of the designated timeframe specified in a formal position vacancy posting. Appropriate classifications may include those in the professional, managerial, or semi-professional occupation areas or other classifications that require a credentials review, rather than a traditional knowledge examination. Upon specific request and justification, other classifications may also be considered for inclusion under this provision.

Question 2: Section 250.110(f)(17) is removing language concerning a request for a rehearing or reconsideration not extending the appeal period for administrative review except by order of the Merit Board. Why is this provision being repealed? What is the policy now?

Answer: An administrative decision is a final order if it terminates the proceedings before the agency and fixes the rights and liabilities of the parties involved; an agency, being a creation of statute, has only those powers specifically conferred upon it, and has no inherent authority to amend or change a decision it has made. *Board of Educ. v. Illinois Educ. Labor Relations Bd.* (1989), 534 N.E.2d 1022, 1026. The State Universities Civil Service Act, 110 ILCS 70, does not expressly grant the Merit Board the authority to reconsider its own decision. Nor does 110 ILCS 70 include any guidelines to be followed should a party request reconsideration of the Merit Board's decision.

Current policies and past Board actions support the requirement that any final administrative decision rendered by the Merit Board is subject to the provisions contained in the Administrative Review Law. The language to be removed is not considered applicable or enforceable and is inconsistent with the provisions contained in the Administrative Review Law. Therefore, once a final administrative decision has been rendered in these discharge cases, that decision has to be appealed to the courts within a designated timeframe. An administrative agency cannot build any rules to extend that appeal timeframe contained within the referenced Administrative Review Law. It is our belief that this provision was left over from some time before the statutory adoption of the Administrative Review Law and incorporation of section 250.110(f)(18). We are simply looking to clarify and outline these provisions consistent with other applicable statutory obligations in this respect.

FY 2012 Audit Schedule

FY 2012 Audit Schedule			
Agency	Scheduled Time Frame	Last Audit	Days On Site
University of Illinois at Springfield	Jul-11	Jul-09	3
Northeastern Illinois University	Sep-11	Oct-09	3
Illinois Board of Higher Education	Nov-11	Nov-09	1
Illinois Community College Board	Nov-11	Nov-09	1
Division of Specialized Care for Children (DSCC)	Nov-11	Nov-09	2
Southern Illinois University Carbondale	Jan-12	Jan-10	4
Western Illinois University	Feb-12	Feb-10	4
Southern Illinois University Edwardsville	Mar-12	Mar-10	3
University of Illinois at Chicago	May-12	May/Oct 2010	10
University of Illinois College of Medicine Peoria	Jun-12	May-10	2